



Contra Costa County Business Opportunities

REGISTRATION AND CERTIFICATION FORM

If you are interested in receiving information regarding upcoming business opportunities with Contra Costa County, please fill out the form below. Your information will be included in the County's SBE and Outreach Databases and used by County departments to: 1) notify you regarding upcoming contracting and bidding opportunities and/or 2) certify your firm as a Small Business Enterprise (if applicable).

SECTION 1 - CONTACT INFORMATION			
Name of Firm (Print)			
Street Address (City, State)			(Zip Code)
Mailing Address (City, State)			(Zip Code)
Contact Numbers (Check preferred)			
<input type="checkbox"/> Business Phone Number () --	<input type="checkbox"/> Cell Phone Number () --	Fax Number () --	
E-mail		Employer Identification # (if applicable)	

SECTION 2 - WORK CONDUCTED BY FIRM (Generally describe what your firm does)	
Vendor/Supplier	
Consultant/ Service Provider	
Construction	
Other (If none of the above categories apply)	

SECTION 3 - DESCRIPTION OF BUSINESS
<p>Description of Business Type (Check all that apply):</p> <p><input type="checkbox"/> Small Business Enterprise (SBE) - independently owned and operated; is not dominant in its field of operation; principal office is located in California; officers are domiciled in California; AND, together with affiliates, has 100 or fewer employees and average annual gross receipts of \$12 million or less over the previous three tax years, or is a manufacturer with 100 or fewer employees.</p> <p><input type="checkbox"/> Minority Business Enterprise (MBE) - at least 51% owned and managed on a daily basis by one or more minorities who are citizens or lawful permanent residents of the United States and member(s) of a recognized ethnic or racial group AND its home office is located in the United States.</p> <p><input type="checkbox"/> Women Business Enterprise (WBE) - at least 51% owned and managed on a daily business by one or more women who are citizens or lawful permanent residents of the United States AND its home office is located in the United States.</p> <p><input type="checkbox"/> Disadvantaged Business Enterprise (DBE) - at least 51% owned and managed on a daily business by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements.</p> <p><input type="checkbox"/> Disabled Veteran Business Enterprise (DVBE) - at least 51% owned and managed on a daily basis by one or more disabled veterans of the military, naval, or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California; AND a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.</p> <p><input type="checkbox"/> Local Business Enterprise (LBE) - principal place of business is located within the boundaries of Contra Costa County.</p> <p><input type="checkbox"/> None of the above</p>

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SECTION 4 – CERTIFICATION BY OTHER AGENCIES

State-Certified SBE: Yes ☐ No ☐ State Certification #:

If “Yes,” please attach documentation.

Are you certified with any other agencies as a: Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), Disabled Veteran Business Enterprise (DVBE), or Disadvantaged Business Enterprise (DBE): Yes ☐ No ☐

If “Yes,” please list agency AND attach documentation:

SECTION 5 – ACKNOWLEDGEMENT OF COUNTY’S USE OF BUSINESS INFORMATION

The undersigned acknowledges and agrees that the information provided in this form may be included in the SBE and Outreach databases maintained by or for the County, including the e-Outreach system described below.

SECTION 6 – UPDATING CONTACT INFORMATION AND BUSINESS STATUS

Firms interested in business opportunities with Contra Costa County are strongly encouraged to register on the e-Outreach system maintained for the County at: <https://www.rfpdepot.com>. Although the information contained in this form will be added to that system, firms are encouraged to register and update their information on the above website to 1) provide more detailed information regarding their area of work, and 2) ensure that they continually receive notices about business opportunities with Contra Costa County.

Your firm’s registration with Contra Costa County will be valid for three years from the date this form is entered into the County’s database. After that three-year period, your firm will be required to either confirm or update the information contained herein.

SECTION 7 – CERTIFICATION OF BUSINESS INFORMATION

The undersigned certifies and swears under penalty of perjury that all information contained in this form is true and correct. **Any material misrepresentation will be grounds for terminating any purchase orders or contracts which may be or have been awarded as well as deleting the business from the online SBE and Outreach databases maintained by the County and the County’s database contractor.**

By _____ <div style="text-align: center;">Print Name</div>	_____ <div style="text-align: center;">Title</div>
_____ <div style="text-align: center;">Signature</div>	_____ <div style="text-align: center;">Date</div>

Return this Self-Certification Form to:

**Contra Costa County
General Services Dept., Purchasing Division
1220 Morello Ave. Ste 210
Martinez, CA 94553
Fax: 925-313-7319**

**For clarification or assistance with
this form, please contact:**

**Purchasing Division
General Services Department
Phone: 925-313-7300**